

**MINUTES FOR THE BOARD OF EQUALIZATION  
TRAINING SESSION  
JANUARY 21, 2010**

**Call to Order:** 9:30 A.M. Meeting for the Virginia Department of Taxation Board of Equalization training. Present: Ida Light, B.O.E. Member; John Schied, B.O.E. Member; Madeline A. Simmons, B.O.E. Member; George N. Slater, B.O.E. Member; and Patricia A. McSweeney, Reassessment Coordinator. Also present: one B.O.E. Member from Shenandoah County; the assessor from Shenandoah; Bill Weber, a citizen advocate; Tristan Golas, administrative assistant from the Office of Reassessment (to provide any needed paper work or information); and Ross D'Urso, Commissioner of the Revenue, Fauquier County. This training was presented by J. Brian Bergen, MAI, SRA, property appraisal consultant for the Commonwealth of Virginia.

**Training by the Virginia Department of Taxation for the Board of Equalization:** Mr. Bergen passed out manuals for the B.O.E. members and gave a concise run down of the salient points, especially emphasizing the job with all the dos and don'ts for the Board of Equalization. He suggested taping the meetings. This was agreed to by all with the understanding that any property valued by the income approach is not public domain, while we could tape those discussions, they could not be available to the public. It was also deemed legal for the tax payer to make a conference call appointment with the Board, if they were unable physically to come to the Reassessment Office. Adjourned for lunch 12:20PM.

**Reconvened:** 1:30 PM. Present: Ida Light, B.O.E. Member; John Schied, B.O.E. Member; Madeline A. Simmons, B.O.E. Member; George N. Slater, B.O.E. Member; Patricia A. McSweeney, Reassessment Coordinator; Mary Catherine Sheridan, Assistant County Attorney; Mike Colavecchio, Project Manager from the Appraisal Firm Wampler & Eanes; Bill Weber, a citizen advocate; and Tristan Golas, an administrative assistant from the Office of Reassessment. The Board made a motion to elect Mr. John Schied as Chairman, seconded and carried. The Board made a motion to elect Ms. Madeline Simmons as Secretary, seconded and carried.

**Training for the County Freedom of Information Act (FOIA):** Ms. Sheridan passed out copies of the "Overview of the Virginia Freedom of Information Act Open Meeting Requirements" (Code of Virginia 2.2-3700 et seq.) and the actual print out of the State Legislation regarding this (pg. 1-45). Then she gave verbal instructions regarding the parameters for closed hearing sessions. She advised the Board to contact her for any legal questions.

**The Appraisal Firm's Valuation Schedules:** The board was given print outs of the schedules, rates classes, depreciations etc. used by Wampler & Eanes (at this point BOE member Ida Light had to leave, but she received this training 4 years ago). Then Mike Colavecchio explained all the different variants that allows them to come up with an equitable assessment.

**Meeting of the Board of Equalization:** The Board made a motion to have another organizational meeting at 9:30 AM of January 28, 2010. It was proposed to begin the Tuesday and Thursday hearings February the 16<sup>th</sup> and make May the 13<sup>th</sup> the last day for accepting appointments with the plan of having May 20<sup>th</sup> the last day of hearings. This would give a reasonable amount of time to finish the paper work.

**BOE adjourned at 4:20.**

Submitted by: Madeline A. Simmons, Secretary